

DD/A Registry
78-1630

DD/A Registry
File Personnel-11-3

18 April 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM: Herbert E. Hetu
Assistant to the Director
(Public Affairs)
SUBJECT: Revision of the Multi-Media Show

1. There is a general consensus (and that is putting it mildly) that the multi-media show now being shown in our local auditorium is badly in need of revision. I have some ideas on what might be done but I am neither an accomplished screen writer nor an expert in multi-media shows. However, I know the type of show that is needed.

2. If you concur, I would like to work directly with an outside consultant to begin an immediate revision of the show. I will get back to you with cost estimates before making any commitments.



Herbert E. Hetu

cc D/OTR

STATINTL

28-1630
DD/A Registry

Administrative - Internal Use Only

26 September 1977

STATINTL

MEMORANDUM FOR THE RECORD

STATINTL

STATINTL 1. (U/AIUE) Late in the afternoon of 22 September, I was asked by [REDACTED] to contact [REDACTED] with regard to audio problems that he was experiencing. Attempts to locate [REDACTED] either at his office or in the library were not successful until approximately Friday noon.

STATINTL

STATINTL 2. (U/AIUE) At that time, [REDACTED] (D/ES) and myself met [REDACTED] in the auditorium. The sound problems involved a synchronized slide projector system equipped with fifteen slide projectors, a controller and a cartridge playback unit. The playback unit audio output (speaker output) was connected to an Altec amplifier with associated patching and control panels in the control booth of the auditorium. The output of the amplifier was driving the main speaker array in the front, ceiling of the auditorium.

3. (U/AIUE) The sound did appear to be somewhat "unclear" and possibly "distorted". In addition, the speakers voice came through with distinct "whistling" on all "ess" sounds. I rewired the playback unit output to operate from the preamp output rather than the low impedance speaker output. This also bypassed the tone and volume controls on the playback unit. In addition, I rewired the Altec amplifier input to use a high impedance input rather than the apparent 600 ohm transformer input. These changes appeared to have negligible impact on sound quality but at least control of the audio was improved.

4. (U/AIUE) At that time, Messrs [REDACTED] and [REDACTED] indicated that the audio quality was acceptable if not very good.

STATINTL

STATINTL

Administrative - Internal Use Only

STATINTL

5. (U/AIWO) For short term improvements, I have instructed [redacted] of my staff to address the following possibilities:
1. Confirm the quality of the tape cartridge.
 2. Verify the amplitude and frequency response of the system, including the Altec amplifier and speaker.
 3. Confirm that the patch and control panels in the booth are properly wired and utilized.
 4. Provide additional column speakers in the auditorium as necessary.
 5. Bypass the auditorium electronics, panels and speakers, utilizing OC equipment, if required.



STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

26 September 1977

STATINTL

Bill,

On the afternoon of 26 September [redacted] tested the auditorium sound system first using the Agency narrated tape, making an adjustment to the compression amplifier. He then used a separate playback 8-track recorder & commercial music tapes (B. Streisand & the Lettermen) and again made a minor adjustment to the compression amplifier. There is a marked difference between the Agency tape and the music tapes with the latter having a clear, crisp quality. There may be a problem with the narrated tape in the way it was recorded, the duping of the music on the tape, or a problem with the playback unit, but the output looked good on a scope.

[redacted] will return tomorrow to PM the sound equipment. We will try to get a 15 IPS reel-to-reel recorder and use it with the original tape. If the sound is good, then this should verify that a problem developed when the speed was reduced and the tape was handwound onto the cartridge cassette.

STATINTL



ADMINISTRATIVE - INTERNAL USE ONLY

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DDA	4/19	S
2	Why not?		
3	ADDA	21 APR 1978	M
4			
5	DDA	20 APR 1978	R
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Meeting held w/o papers.
Blake, [redacted]
on 4/20/78 re attached.

STATINTL

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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UNCLASSIFIED **CONFIDENTIAL** **SECRET**

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS		DATE	INITIALS
1	A DDA -		27 SEP 1977	mml/m
2				
3	EOL/DOA			3
4				
5				
6				
ACTION		DIRECT REPLY	PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION	
COMMENT		FILE	RETURN	
CONCURRENCE		INFORMATION	SIGNATURE	

Remarks:

FYI

They are working the
problem.

STATINTL

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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DD/A Registry
97-5606-11

OTR 77-7806

21 NOV 1977

DD/A Registry
File Personnel 11-3

MEMORANDUM FOR: Assistant to the Director
(Public Affairs)

FROM: Harry E. Fitzwater
Director of Training

SUBJECT: CIA Motion Picture Capability

REFERENCES: (a) Memo to ADDA from Assistant to the
Director (Public Affairs), dated
17 Oct 77, Same Subject
(b) Memo to Assistant to the Director
(Public Affairs) from ADDA,
dated 28 Oct 77, Same Subject

1. Attached, per your request, is a current inventory of motion picture production equipment in the Agency. The equipment is located in the Office of Training (Attachment 1) and the Printing and Photography Division, Office of Logistics (Attachment 2). Personnel assigned to motion picture production duties include one cameraman/film editor in our office and three laboratory technicians in the Printing and Photography Division. A detailed listing of the services and products provided by P&PD is included as Attachment 3. The Agency does not have a full-time professional scriptwriter or production director. In the past, these services have been provided by an independent contractor.

STATINTL

2. After you have reviewed the results of this inventory, I would appreciate an opportunity to meet with you and the Director of Logistics for an exchange of ideas and opinions which may be helpful in forming subsequent recommendations. In the meantime, should you have any questions concerning the inventory, please call [REDACTED]

Harry E. Fitzwater

STATINTL

Attachments:

- 1 - OTR Motion Picture Production Equipment
- 2 - P&PD/PB Motion Picture Section Equipment Inventory
- 3 - P&PD/PB Motion Picture Section Services and Products

cc: ✓ADDA, w/o atts

D/J, w/atts

DD/A Registry

File

Personnel-11-3

DD/A 77-5735

28 OCT 1977

MEMORANDUM FOR : Assistant to the Director
(Public Affairs)

FROM : Michael J. Malanick
Acting Deputy Director
for Administration

SUBJECT : CIA Motion Picture Capability

REFERENCE : Your Memorandum/dtd 17 Oct 1977

Herb:

1. I agree with the thought you expressed in referenced memorandum that it would make sense for us to do a review of our motion picture requirements and capabilities. As you have probably noted in your review of this problem to date, our present expertise and equipment is geared primarily, if not exclusively, to the problem of production of training and management communications aids. What you and I are interested in very probably calls for different approaches and equipment.

2. Although I have been discussing this subject in general terms with Harry Fitzwater for the last few weeks, I am sending him a copy of this memo for action and the necessary coordination with your office.

/s/ Michael J. Malanick

STATINTL

Michael J. Malanick

Originator: [REDACTED] se 28Oct 77

Distribution:

Orig - Mr. Hetu
1 - D/OTR
1 - DDA Subject
1 - DDA Chrono
1 - AEO/DDA Chrono
1 - MJM Chrono

Ref: DD/A 77-5606 from Mr. Hetu - same subject.

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DDA	10/17	181
2			
3			
4	A/DDA		hs
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

I would recommend
that DD/OTR or
some other senior
OTR type be
designated as project
Officer to work with
Sark's people.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

Approved For Release 2002/01/24 : CIA RDP81-00142R000500040004-2
FORM NO. 227 Use previous editions (40)

17 October 1977

MEMORANDUM FOR: Acting Deputy Director
for Administration

FROM: Herbert E. Hetu
Assistant to the Director
(Public Affairs)

SUBJECT: CIA Motion Picture Capability

1. In the aftermath of recent attempts to produce some usable motion picture footage, Harry Fitzwater and I have informally discussed our present motion picture capabilities and possible future needs in that area.

STATINTL

2. I am frankly confused somewhat about exactly what in-house motion picture capability (both equipment and personnel) we now have available. For instance, in a very interesting memo written to you by [REDACTED] dated 3 March 1977 (OC Presentation Means), he lists motion picture equipment and personnel available in P&PD. Harry apparently also has some capability available in Training (personnel are also identified in the same memo at the Chamber of Commerce Building).

3. I think it would make some sense to do an inventory of motion picture personnel/equipment/capabilities Agency-wide to find out exactly what we have, where it is and what level of capability we possess. Once we know that we can decide what, if anything, we need to do for the future.

STATINTL

4. If you could designate a project officer from DDA to work with my office, I will take it from there and come up with a recommendation for you.



Herbert E. Hetu

cc Director/Training

77-1197

Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040004-2
3 MAR 1977

STATINTL

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Director of Communications

SUBJECT : OC Presentational Means

REFERENCE : DDA 77-0981 dated 22 February 1977

1. The Office of Communications is capable of designing and producing material for presentation ranging from a simple paper handout to a color TV program. The type of material being produced at the present time includes:

- a. Color video briefing and teaching programs.
- b. Synchronized filmstrip/audio briefing or teaching programs.
- c. Synchronized 35mm slide/audio briefing or teaching programs.
- d. 35mm slides and Super 8mm (silent) movies.
- e. Vu-graphs.
- f. Graphic materials such as diagrams, charts and pictorial displays.

2. As an example, a typical 35mm slide/audio cassette teaching program contains four lessons and consists of one hundred 35mm slides per lesson with accompanying audio cassettes and student workbooks. Such a program takes approximately four months to produce.

3. The media center's production capability does not include film processing and paper printing. This work is done by the Printing & Photography Division of the Office of Logistics.

SUBJECT: OC Presentational Means

4. Presently, optimum production is achieved by a staff of eleven employees, five of whom are course designers whose product supports the Office's resident training programs at its communications school as well as the media center. In addition to secretarial and clerical support these positions represent TV Production Specialists, Visual Production Specialists, Educational Design Specialists and a Graphic Arts Specialist.



STATINTL

ODP 352-77

4 MAR 1977

MEMORANDUM FOR: Deputy Director for Administration
FROM : Clifford D. May, Jr.
Director of Data Processing
SUBJECT : Presentational Means
REFERENCE : Your memo dtd 22 Feb. 77, same subject
(DDA 77-0981)

1. ODP is able to produce black and white or color video tapes, color slides (unprocessed), overhead viewgraphs (using Office copiers), and audio cassette tapes. The slides and viewgraphs are used in briefings and training courses.

2. The only media that ODP produces independently and is of a professional quality are the video tapes produced by our Training Staff for self study courses. One Training Assistant operates the video equipment used.

3. The remaining media, unprocessed color slides, overhead viewgraphs and audio cassettes, are produced on Office equipment by professional, technical and clerical employees throughout ODP.

4. For reference, I have attached a more detailed description of the media production and presentation facilities in ODP. If additional information is needed, please let me know.



Clifford D. May, Jr.

Att: a/s

Distribution:

Orig + 1 - adse
1 - ODP Registry
2 - O/D/ODP

STATINTL

ODP MEDI" PRODUCTION AND PRESENTATION FACILITIES

Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040004-2

PRODUCTION

Resources

Kodak Ektagraphic visual maker (slide camera and copy stand)
Thermofax, IBM, and Xerox copying machines
2 color-camera video production facility
Audio cassette recorders

Persons Involved

1 training assistant operates and performs first-line maintenance on video equipment.
Various professional, technical and clerical personnel use the remaining equipment.

Description of Product

Kodak Ektagraphic visual maker is used to expose slide film for processing by P&PD/OL to make color slides for briefings.

Thermofax, IBM and Xerox copiers are used to produce viewgraphs for classroom presentations and briefings.

Video capability is used to produce color cassettes of classroom presentations and lectures for individual self-study programs. Courses are stored in the OTR Media Center.

Audio cassettes are used primarily to reproduce lectures for those unable to attend. Cassettes are normally erased within several months.

PRESENTATION

Resources

16mm sound film projector
Overhead projectors
35mm slide projectors
Audio cassette players
5 reel-to-reel video recorder/players
3 video cassette players
4 B&W video monitors

Persons Involved

1 training assistant loans and operates audio/video equipment and performs first-line maintenance on it. (The video playback units and monitors are kept in the OTR Media Center for general Agency use.)

PRESENTATION (Continued)

Overhead and slide projectors can be operated by anyone.

1 MAR 1977

MEMORANDUM FOR: Deputy Director for Administration
FROM : James H. McDonald
Director of Logistics
SUBJECT : Presentational Means
REFERENCES : (a) Memo dtd 22 Feb 77 fr DDA to D/L,
same subj (DDA 77-0981; OL 7 0851)
(b) Memo dtd 4 Jan 77 fr D/L to DTR, Subj:
House Appropriations Committee Request
for Information (OL 6 6240a)

The information requested in paragraph 3 of reference (a)
is appended hereto as Attachments A and B. Incidentally, this
information was provided to the Director of Training in early
January (reference (b)) for inclusion in a report prepared for
the House Appropriations Committee.

[REDACTED]

On James H. McDonald ✓

Atts

STATINTL

OL 7 0851a

1. The Motion Picture Section provides direct motion picture laboratory support to all components of the Agency. This laboratory, located in the Printing and Photography Building, is the only facility able to provide Agency motion picture laboratory service. It is responsible for the printing and processing of color and black and white camera films and duplicating films. Narration recording and mixing services are also offered, utilizing a sound recording studio and recording equipment. Basic editing can be furnished as well as camera and cameraman support to other components who are involved in motion picture filming.

2. Three employees are currently assigned to this section. The grade and salary of each are:

- a. Supervisor, GS-12 \$22,485
- b. M.P. Photographer, GS-11 18,763
- c. M.P. Photographer, GS-9 17,387

3. Equipment used by this section and the approximate cost is listed on the following pages.

Administrative - 11-1-81

Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040004-2
 MOTION PICTURE EQUIPMENT

<u>EQUIPMENT NAME</u>	<u>LOCATION:</u> P&P BLDG.	<u>COST</u>
Bell & Howell 16 mm film printer	Rm. G-64	\$ 23,667
Oxberry special effects printer	Rm. G-60	40,000
Depue 35 & 16 mm optical printer	Rm. G-59	7,899
Kodak sound reduction printer, 35 to 16 mm	Rm. G-59	9,257
<u>Auricon 16 mm sound camera</u>	Rm. G-71	695
<u>Arriflex BL 16 mm camera</u>	Rm. G-56	11,800
<u>Arriflex S-flatdoor 16 mm camera</u>	Rm. G-56	525
<u>Arriflex lens</u>	Rm. G-57	820
<u>Kodak K-100 16 mm camera</u>	Rm. G-54	748
<u>Bell & Howell 16 mm camera, 3 lenses</u>	Rm. G-54	509
Scully 1/4" tape recorder/reproducer	Rm. G-54	4,500
Magna Tech 8 channel sound mixing console	Rm. G-55	39,380
Nagra 1/4" tape recorder/reproducer	Rm. G-54	2,637
Ampex recorder/reproducer 3-3/4 IPS	Rm. G-54	522
Ampex recorder/reproducer sound tape	Rm. G-54	900
Ampex portable recorder/reproducer	Rm. G-54	522
Newman microphone system	Rm. G-54	435
Pultec program equalizer	Rm. G-54	475
Gates program amplifier	Rm. G-54	165
Rek-o-cut turntable w/cabinet	Rm. G-54	310

Administrative - Motion Picture

RUMBLE 6/2000

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<u>EQUIPMENT NAME</u>	<u>LOCATION:</u> P&P BLDG.	<u>COST</u>
Reevesound dubber/reproducer, 35 mm	Rm. G-54	\$ 3,630
Reevesound recorder/magdubber	Rm. G-54	4,415
RCA recorder, optical sound	Rm. G-54	20,382
General Radio beat frequency audio generator	G-54	2,055
Hewlett-Packard distortion analyzer	Rm. G-54	496
Monitor playback speaker system	Rm. G-56	327
Moviola 35 mm synchronizer	Rm. G-57	212
Bell & Howell 16-35 mm film splicer	Rm. G-57	900
Recision optical sound reader	Rm. G-57	270
Moviola console editor	Rm. G-53	7,500
Moviola 16 mm film editor	Rm. G-71	1,350
Moviola 16 and 35 mm rewinder	Rm. G-64	292
Kodak 8 mm projector	Rm. G-54	175
Eastman 16 mm projector	Rm. G-55	8,786
Kodak pageant sound projector	Rm. G-55	715
Hollywood F.C. 35 mm projector/editor	Rm. G-55	2,625
Lighting equipment	Rm. G-71	2,300
Spectra film gate photometer	Rm. G-64	2,860
Weston illumination meter	Rm. G-59	212
Macbeth densitometer	Rm. G-62	795
Monocular optical microscope	Rm. G-53	304
Ultrasonic film cleaner	Rm. G-57	15,000
Houston-Fearless film processor	Rm. G-62	27,000
Edge numbering machine	Rm. G-62	2,835
Hickok digital multimeter	Rm. G-54	540

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Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040004-2

Additional miscellaneous support, testing and film maintenance equipment	\$ 26,500
TOTAL	\$278,242

Administrative - Itemized Fee Only

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PRINTING AND PHOTOGRAPHY DIVISION
OFFICE OF LOGISTICS

1. The Graphics and Visual Aids Staff designs and produces the complete range of graphic art used in briefings, publications, advertising campaigns, displays, and exhibits. It is housed in two locations on the ground floor of the CIA Headquarters Building (Rooms GD-79 and GJ-06). The major office and design area is in Room GD-79 while Room GJ-06 is the work area containing power tools, spray equipment, fireproof spray booth, and storage. Justification for this facility, personnel, and equipment is the demand for such graphic art services levied by all directorates, and the inability to contract out much of the work because of its sensitivity.

2. Seven employees are currently assigned to this staff. The job title, grade, and current salary of each are as follows:

a.	Visual Information Specialist, Supervisor, GS-13	\$29,168
b.	Visual Information Specialist, GS-12	25,890
c.	Visual Information Specialist, GS-12	25,209
d.	Exhibits Specialist, GS-12	23,166
e.	Visual Information Specialist, GS-11	19,332
f.	Visual Information Specialist, GS-10	17,075
g.	Illustrator, General, GS-08	12,763

3. Equipment used by the staff and its approximate cost is listed on the following pages.

Administrative

EQUIPMENT LIST FOR GD-79 AND GJ-06

1. Transparex and Washer	\$ 525.00
2. Calculator, electric	136.66
3. Vari typer Headliner	1,395.00
4. Fonts for Headliner	2,496.00
5. Phototypesetter, Compugraphic	8,078.65
6. Audio Announcer, recorder-syncro - 2 total	622.00
7. Safelight	62.00
8. Copyproof processor	275.00
9. Printing and developing machine - Blu Ray	775.00
10. Refrigerator	181.50
11. Projector, still picture, and lens	183.89
12. Compressor, Air	90.00
13. Band Saw	225.00
14. Shop Smith table convertor saw	550.00
15. Polaroid land cameras - 2 total	150.00
16. Slide projector instructor model	90.00
17. Baloptican - opaque projector	50.00
18. Light table	45.00
19. Dry mounting press	130.00
20. Cutter, paper, guillotine type - 2 types	450.00
21. Visualizer machine, Lacey-Luci	350.00

Administrative - Budget City

EQUIPMENT LIST FOR GS-79 AND GJ-06

22. Art-O-Graph enlarger reproducer	\$ 400.00
23. Typewriter, electric	300.00
24. Composer, IBM Selectric	2,392.80
25. Training Mate, film strip projector	390.00
26. Display Mate, audio and film strip projector	497.00
27. Equipment for personnel - \$75.00 each X 7 =	525.00
28. Drafting Desks for 7 people	1,155.00
29. Cabinets, map	425.00
30. Cabinets, map - drawer sections	<u>733.00</u>
TOTAL	\$23,678.50
31. Rental of Xerox 6500 and 35mm slide adapter per month	\$ 330.00 (based on average month)

OFFICE OF TRAINING-PRESENTATIONAL MEANS

I. System Overview:

The Office of Training has the capability to produce a variety of instructional media or "presentational means" for training purposes. These are produced in a systematic fashion, the understanding of which is helpful in considering current as well as needed personnel, equipment and facilities. Figure 1, is a schematic representation of this process.

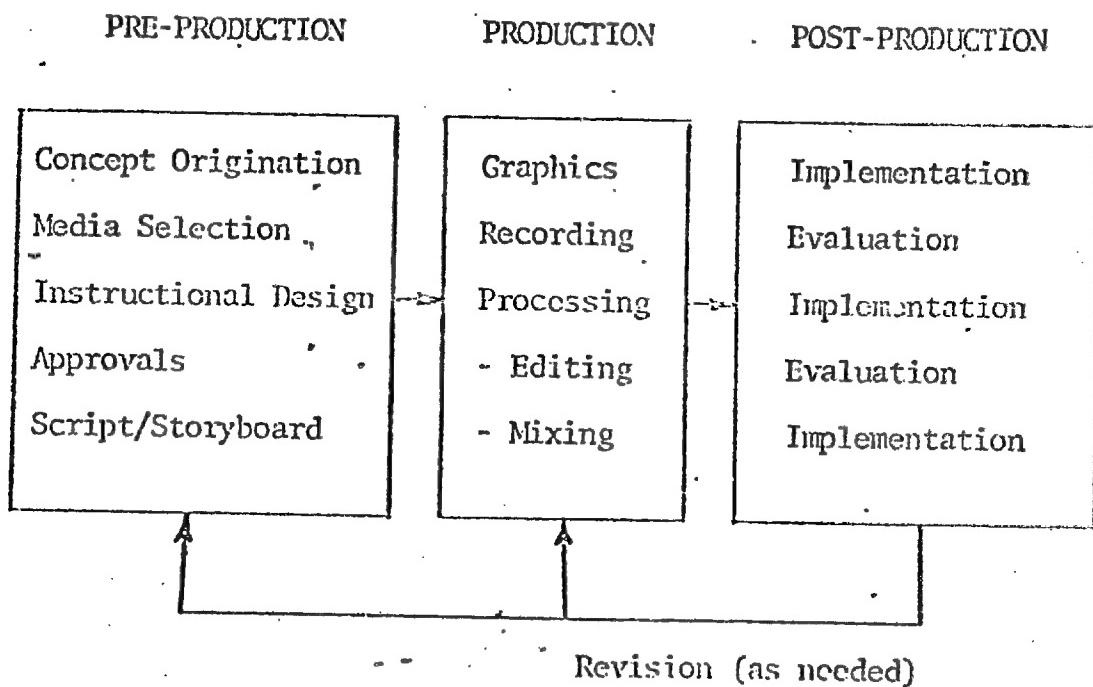


Figure 1. OTR Presentational Means Production Process

A. Pre-Production:

Once an instructional concept is identified, an instructional designer reviews the proposed learning experience to insure appropriateness and feasibility. Then, given the learning environment, subject matter and learner population, he recommends the strategies and techniques that will best promote the intended learning objectives. Once designed and approved, a script is prepared by either a contract writer or staff writers working closely with the client appointed "subject-matter expert."

B. Production:

After review and approval by the client, instructional design staff and media production staff, scheduling takes place and the titles, artwork, models, or other graphics are prepared. If required, talent (actors, narrators, etc.) is recruited, briefed, and recording (audio, video, motion picture) is begun. Upon completion, the product is processed into the final presentation "package." This package may take the form of a color 16mm motion picture, a 3/4" black and white (B&W) videocassette, an audio cassette, a slide presentation with synchronized sound, or a combination of several of these presentational means ("multi-media").

C. Post-Production:

After tryout on a sample of the learner population, any changes that appear to be needed are incorporated into the product. This evaluation/revision process may be applied several times before the product fully meets the intended instructional (training) objectives.

II. Personnel, Equipment and Facilities

The following personnel, equipment and facilities within OTR are involved in support of the three functions. The resulting products are also identified.

A. Human Resources

Chamber of Commerce Building

- STATINTL 2 - Instructional designers (recruitment of one more officer is now in process)
- 1 - Motion/still-picture cameraman/editor
- 1 - Video Cameraman/technical director/editor
- 1 - Audio technician
- 3 - Graphic artists
- 1 - Scriptwriter-director; independent contractor

- [REDACTED]
- 1 - TV Technical supervisor 1/5 man year
 - 3 - TV Cameraman 1/5 " "
 - 1 - TV Scriptwriter 1/5 " "
 - 2 - Graphic artists full-time

B. Equipment and Facilities

Chamber of Commerce Building

1. Video

- 1 - Basic portable black and white (B&W), two-camera system, with switching console, capable of recording simple interviews, panels, discussions, lectures or role-playing vignettes on 3/4" cassettes, or 1/2" and 1" open-reel formats.

(Color video production work has infrequently been scheduled at NSA.)

- 1 - Basic studio B&W, two-camera system capable of recording limited 3-4 person productions in a small-studio environment.

- 1 - Portable color camera capable of recording limited quality, talking-face type videotapes.

NOTE: A two-camera production is limited to the 20x20 ft. studio on the eighth floor of the Chamber of Commerce Building. Single cameras can be utilized in the classrooms, and elsewhere as may be required.

2. *Motion Picture Photography

- 1 - Color black and white (B&W), 16 mm motion picture two-camera system with capabilities similar to video cameras described above; has synchronized sound.
- 2 - 35mm motion picture production cameras

3. *Still Photography

- 2 - 35mm camera systems capable of making still photographs or slides of any activity. Slides can also be made into filmstrips (by P&PD) and have sound accompaniment/synchronization.

4. Graphics

STATINTL

An art shop capable of producing flip charts, posters, displays, models, graphs, or overhead transparencies.

1. Video

- 2 - B&W camera systems for limited productions.
- 7 - B&W cameras for monitoring role-playing exercises.

NOTE: [REDACTED] has been selected and a redesign submitted to convert it into a six or seven set studio.

STATINTL

*In both instances OTR is dependent upon P&PD for film processing support.

2. Still Photography

Several 35mm camera systems capable of producing photographs or slides of any activity.

3. Graphics

An art shop capable of producing flip charts, posters, displays, models, graphs or overhead transparencies.

[redacted] typesetting capability is far superior to the varitype headliner machine in the Chamber of Commerce Building.)

STATINTL